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This year, ICC will be mandating constitutions for all clubs. The following guide will take you through how to create a constitution. This whole process shouldn't take longer than thirty minutes and hopefully will help your club in the long-term!

* Words in bold are where you should place your own club information.

Article I. Name of Club

Section 1.01 - **7`i V'BUa Y`**

Article II. Purpose of Club

Section 2.01 - **One sentence description of club purpose.**

Article III. Membership

Section 3.01 - **Who qualifies as a club member? (Foothill student, attended at least one meeting...)**

Article IV. Qualification and Election of Officers

Section 4.01 - **Requirements to run for officer positions (2.5+ GPA)**

Section 4.02 - **List of officer positions (President, Vice President, etc.)**

Section 4.03 - **Election process**

Article V. Duties of Officers

Section 5.01 - President

List responsibilities of President

Section 5.02 - Vice President

List responsibilities of Vice President

Continue same format for remaining positions

Article VI. Impeachment and Replacement of Officers

Section 6.01 - **Outline impeachment process**

Article VII. Disposal

Section 7.01 - Disposal

